

THE COMMITTEE OF BAR EXAMINERS / OFFICE OF ADMISSIONS
THE STATE BAR OF CALIFORNIA

**INSTRUCTIONS FOR APPLICATION TO TAKE
THE FEBRUARY 2004 CALIFORNIA BAR EXAMINATION**

Please carefully read these instructions. Each applicant must be aware of all of the requirements that follow and comply with all those that are applicable. The completed application **must be typewritten or legibly printed in ink.** Separate application forms must be filed for moral character determination and to request testing accommodations for the first time.

Send completed application with the appropriate fees to:

Office of Admissions
The State Bar of California
DEPT. 7143
Los Angeles, CA 90088-7143

or **CERTIFIED MAIL return receipt send to:**

Office of Admissions
The State Bar of California
1149 South Hill Street
Los Angeles, CA 90015

CALIFORNIA BAR EXAMINATION: GENERAL BAR EXAMINATION AND ATTORNEYS' EXAMINATION

The California Bar Examination consists of the General Bar Examination and the Attorneys' Examination. The General Bar Examination has three parts: six essay questions, the Multistate Bar Examination (MBE), and two performance tests (PT'S). The parts of the examination may not be taken separately, and California does not accept the transfer of MBE scores from other jurisdictions. On Tuesday and Thursday applicants will have three hours to answer each set of three essay questions, which are administered during the morning sessions, and three hours for each PT, which are administered during the afternoon sessions. The MBE will be administered on Wednesday.

The examination for those applicants who have applied for and are eligible to take the Attorneys' Examination will be administered on Tuesday and Thursday. It will consist of the six essay questions and two PTs from the General Bar Examination. **Applicants admitted to the Attorneys' Examination will not be permitted to take the Multistate Bar Examination.** Written notification of an attorney's decision to take the General Bar Examination instead of the Attorneys' Examination or to take the Attorneys' Examination instead of the General Bar Examination must be received in the Office of Admissions **by the final filing deadline for applications.** It will not be possible to allow a change after that date, and **applicants must pass the examination selected and approved by the Office of Admissions.**

The examination for all applicants begins Tuesday morning and applicants must be seated no later than twenty minutes before the beginning of the examination so that instructions may be given.

Essay Questions

Each three-hour essay session consists of three essay questions. This part of the examination is designed to measure an applicant's ability to analyze legal issues arising from fact situations. Answers are expected to demonstrate the applicant's ability to analyze the facts of the question, to tell the difference between material facts and immaterial facts, and to discern the points of law and fact upon which the question turns. The answer must show knowledge and understanding of the pertinent principles and theories of law, their qualifications and limitations, and their relationships to each other. The answer should evidence the applicant's ability to apply the law to the given facts and to reason in a logical, lawyer-like manner from the premises adopted to a sound conclusion. An applicant should not merely show that they remember the legal principles, but should demonstrate his/her proficiency in using and applying them.

Performance Test Questions

Performance test questions are designed to test an applicant's ability to understand and apply a select number of legal authorities in the context of a factual problem. Each question consists of a file and library, with instructions advising the applicant what task(s) should be performed. In addition to measuring an applicant's ability to analyze legal issues, performance test questions require applicants to: 1) sift through detailed factual material and separate relevant from irrelevant facts, assess the consistency and reliability of facts, and determine the need for and source of additional facts; 2) analyze the legal rules and principles applicable to a problem and formulate legal theories from facts that may be only partly known and are being developed; 3) recognize and resolve ethical issues arising in practical situations; 4) apply problem solving skills to diagnose a problem, generate alternative solutions, and develop a plan of action; and, 5) communicate effectively, whether advocating, advising a client, eliciting information, or effectuating a legal transaction.

Performance test answers are graded on the applicant's responsiveness to instructions and on the content, thoroughness, organization and persuasiveness of written tasks.

Multistate Bar Examination (MBE)

The Multistate Bar Examination (MBE), which is administered on Wednesday, is developed by the National Conference of Bar Examiners (NCBE). This portion of the examination is an objective six-hour examination containing 200 questions, which is divided into two three-hour sessions during which 100 questions are administered. The MBE tests six subjects: Constitutional Law, Contracts, Criminal Law, Evidence, Real Property, and Torts. A "Bulletin of Information for Applicants" concerning the Multistate Bar Examination (MBE) is available through the NCBE website www.ncbex.org or by writing the Office of Admissions.

EXAMINATION ADMINISTRATION RULES AND POLICIES

Failure to follow oral and written instructions while the examination is in session will result in notice to the Committee of a violation of examination rules in accordance with Rule XII, *Rules Regulating Admission to Practice Law in California (Rules)*. Conduct that results in a violation of security or disrupts the administration of the examination, which includes, but is not limited to, carrying unauthorized items into the examination room, writing or typing after time has been called, looking at another applicant's papers, talking while the examination is in session, being abusive to other applicants, staff, proctors and/or other examination personnel, could result in notice to the Committee of a violation of examination rules or, in some cases, dismissal from the examination test center. Applicants are expected at all times to maintain a professional attitude toward other applicants, staff, proctors and other examination personnel. Behavior that is disruptive will be reported to the Committee for possible consideration in connection with an applicant's moral character determination.

Items specifically not permitted, although this list is not all inclusive, into the examination test centers are: baseball caps or other hats with visors, digital watches/clocks, PDAs or other handheld computers, pagers/beepers, cell phones, cameras, weapons of any kind, knives or any kind, gum, candy, food, water or other drinks, notes and outlines, post-it notes, correction fluid, correction pens or correction tape, tobacco products including cigars, pipes, cigarettes, head phones, back packs, briefcases and purses.

Only the following items are allowed into the test centers without prior approval: analog watches and clocks not measuring any larger than 4" x 4", back support, up to two pillows without cases, pens, pencils, erasers, high lighters (for use on questions only), one book stand, one foot stool, splints, inhalers, crutches, wheelchairs, casts, hearing aids, TENS units, eyeglasses, ear plugs or plastic material normally associated with the sport of swimming, medicine, feminine hygiene items and wallets.

Applicants who wish to bring items into an examination test center that are not listed above must file a request for testing accommodations using the appropriate Committee forms, which must be filed in conformance with Committee policies no later than the final filing deadline. Permission to use specific items will not be granted as a matter of convenience or preference.

TEST CENTER ENVIRONMENT

While every effort will be made to keep the temperature of the test center at an appropriate level, applicants should be prepared for either warm or cold temperatures. Additionally, efforts will be made to keep the test center quiet, but there may be forces outside the control of the Committee so that such an environment cannot be guaranteed. Applicants should come prepared to accommodate other noises, such as those made by other applicants taking the examination, equipment inside or outside the test center that may make sounds while operating, other meetings or conventions in the same facility, etc. Ear plugs are strongly recommended.

TEST CENTERS

Applicants must select the test center in which they wish to take the examination. Only a limited number of applicants can be accommodated at each test center. Priority of assignment to the test centers will be based upon the date of receipt of **completed** applications. When the test center given first preference is full, the second choice or third choice will be assigned. If all three choices are full, applicants will be assigned to the closest available test center. Eligibility for test centers will be restricted as indicated on the "Addendum to Instructions for Application to take the California Bar Examination" (**Addendum**).

Only those applicants with permanent disabilities who have previously been granted testing accommodations and who wish to request the exact same accommodations should select a testing accommodations test center (those with a code number starting with an "S"). Selection of a testing accommodations test center initiates the request for testing accommodations for this administration of the examination and does not guarantee assignment to that test center. All other applicants with disabilities should select from the non-testing accommodations test centers listed in the addendum. If after filing the application form, applicants are granted accommodations, in most cases, they will be assigned to a testing accommodations test center in the general area of their first choice. Notice of the test center to which they have been assigned will be forwarded with the letter advising them of the accommodations granted/modified/denied. Applicants unsure whether their disabilities are permanent or temporary should clarify their status prior to the final filing deadline. Deadlines will not be extended in those cases where an applicant had a temporary disability and did not file a new petition by the final filing deadline.

Smoking is prohibited at test centers located in buildings that do not allow smoking in accordance with city ordinance.

Applicants should carefully select the test center at which they wish to take the examination and enter the name on the line and the code in the space provided on page 3 of the application form.

Applicants wishing to change the test center to which they have been assigned must submit a written request and such request must be received in the Los Angeles Office of Admissions no later than **the date specified in the Addendum**.

SELECTION OF APPLICANT STATUS

Each applicant must indicate under question 1.3 whether he/she is applying as a General Applicant for the General Bar Examination, Attorney Applicant for the General Bar Examination or an Attorney Applicant for the Attorneys' Examination.

General Applicants: All applicants who have fulfilled the legal education requirements of Rule VII of the *Rules*, but have not been admitted to practice law in any jurisdiction including jurisdictions other than those in the United States, are classified as General Applicants and must take the General Bar Examination.

Attorney Applicants: All applicants who have been admitted to practice law before the highest court of any sister state in the United States or before the highest court of any state or country other than the United States are classified as Attorney Applicants. A current certificate of Good Standing must be submitted with the application. All Attorney Applicants, whether taking the General Bar Examination or Attorneys' Examination, are subject to the fees for attorneys.

TIMELY FILING/LATE FEES

For the purpose of determining the need for a late filing fee and the amount, if required, see **Addendum**. An application will not be deemed filed until the proper fees are paid. For an application to be considered filed on a particular date, it must have been postmarked by the filing deadline.

Applicants repeating from the most recent examination have separate filing deadlines and will receive application information with their result packets.

APPLICATION ACKNOWLEDGMENT

An application acknowledgment letter will be sent 2-4 weeks after receipt of an application. Applicants who do not receive an acknowledgment letter should contact the Los Angeles Office of Admissions.

APPLICATION ABANDONMENT

An application that is not brought to a complete and filed status by the final eligibility deadline, will be abandoned. This includes requisite fees, signature, or required documentation. Once the application is filed, if the applicant receives notice to provide information, but does not provide such information by the final eligibility deadline, the application will be abandoned. No refund of fees will be paid in the event an application is abandoned. Any outstanding fees will be required to be paid before an applicant is allowed to take any future examination.

Inquiries regarding the status of an application should be made in writing rather than by telephone.

RETURNED CHECKS

A charge will be assessed when checks are not negotiated and are subsequently returned. **Any late filing fee in effect at the time the check is covered will also be required. Stopping payment on a check, dishonoring a check or disputing a credit card charge does not constitute**

withdrawing from an examination. Applicants who do so will be required to return the fees and pay any additional fees required with a money order or cashier's check prior to being allowed to take any future examination.

REGISTRATION

Any person submitting an Application to Take the California Bar Examination must have registered as a law student or as an attorney applicant with the Committee of Bar Examiners (Committee) prior to submitting the application in compliance with Section 6060 of the Business and Professions Code and Rule V of the *Rules*. An application for the California Bar Examination will be considered incomplete if the applicant has not previously registered. If an applicant has not done so, a separate **"Registration"** form must be completed and filed with the appropriate registration fee and late fee. Registration online is available through the Admissions/Bar Exam pages of the State Bar's Web Site at www.calbar.ca.gov. The registration may be filed simultaneously with the application to take the California Bar Examination.

REPEATERS

A new application must be completed and filed with the appropriate fees for each examination. Unless additional formal study is undertaken, further proof of law study need not be filed.

COMPLETION OF APPLICATION

Before filing the application, the applicant should make sure that he/she previously registered with the Committee, should check to confirm that all questions have been answered, the application is signed and the correct fees are included. Any application not meeting these requirements is considered incomplete, will not be considered filed and will not be processed until it is brought to a complete status. If an application is considered incomplete a completion fee of \$20.00 will be required, in addition to any late fees applicable at the time the application is brought to a complete and filed status. Applications that are not brought to a complete and filed status within 60 days of receipt, or the final eligibility deadline will be abandoned. No refund of fees will be paid in the event an application is abandoned.

Applicants should retain a copy of their completed application for reference in the event that another application must be filed in the future.

PROOF OF LAW STUDY

Proof of law study must be filed for all first-time applicants for the General Bar Examination in order to establish their academic eligibility for that examination.

After the application has been filed, a bar-coded Law School Certification form will be sent to all law schools attended by the applicant. Law schools must certify that the applicant has fulfilled the legal education requirements set forth in Rule VII of the *Rules* and return the form to the Los Angeles Office of Admissions. Applicants will be allowed to take the examination based upon certification by the law school that the applicant has met the pre-legal and legal education

requirements. Such certification must be received no later than the deadline specified in the Addendum.

If the law school transcripts or law school certification is not received one month prior to the examination, which is the deadline for the law schools to provide such documentation, the applicant will be notified. If such documentation is not received by the final eligibility deadline, the application will be abandoned and no refund of fees will be paid.

The school must also submit a certified law school transcript. It must be submitted with the certification or separately no later than 15 days following administration of the examination. Failure to do so will result in delay in the applicant's certification to the Supreme Court for admission to practice law in California. If an applicant's law school requires that the applicant personally request transcripts and/or pay a transcript fee, the applicant will need to fulfill the requirements for the release of the required transcripts.

Applicant who submit applications more than two months after the timely filing deadline are advised to contact their law schools directly to request that certified transcripts be sent to the Office of Admissions prior to the final eligibility deadline.

FOREIGN EDUCATED (NON-ATTORNEY) ELIGIBILITY

First-time applicants whose legal education was obtained outside the United States and who are not admitted to practice law in that foreign jurisdiction must request an evaluation from the Office of Admissions for a determination of eligibility to take the bar examination. It is recommended that this be done before filing the application for the examination to avoid paying the application fee, a portion of which is not refundable if the applicant is not eligible for the examination.

Applicants whose legal education was obtained in non-common law of England jurisdictions and who are not admitted to practice law in a foreign jurisdiction are not eligible to take the General Bar Examination without completing additional law study. Such applicants must contact the Eligibility Section of the Office of Admissions for further information regarding qualification to take the bar examination.

ATTORNEY ELIGIBILITY

An applicant who has been admitted as an attorney in another United States jurisdiction or to the highest court of a foreign jurisdiction is considered an attorney applicant. He/she must submit proof of admission, such as a Certificate of Good Standing, to the Los Angeles Office of Admissions. Proof of admission must be received no later than the final eligibility deadline specified in the Addendum. All attorney applicants must indicate on the application whether they are applying to take the General Bar or Attorneys' Examination.

Attorney applicants admitted in the United States for less than four years and those admitted in the United States, but not in good standing in the jurisdiction to which admitted, must apply to take the General Bar Examination as attorney applicants. Applicants admitted in foreign jurisdictions are not eligible to take the Attorneys' Examination and must apply to take the General Bar Examination.

Attorney applicants admitted in the United States who submit proof that they have been active members in good standing for at least four years immediately preceding the first day of the administration of the California Bar Examination for which the applicant applied to take the examination may elect to take the Attorneys' Examination. Once an attorney applicant is determined eligible to take the Attorneys' Examination, he/she must immediately notify the Committee regarding any status change in membership to the bar of any jurisdiction to which admitted. Upon notification, a determination must be made as to whether the applicant's eligibility for the Attorneys' Examination is affected.

If proof of admission is not received by the final eligibility deadline, the application will be abandoned and no refund of fees will be paid.

THOSE DEEMED TO BE INELIGIBLE

Applicants for an examination who are subsequently found not to have completed the requisite legal education will be deemed ineligible. Such applicants are entitled to a 60% refund of all fees paid in connection with the examination. **No refund will be processed unless academic deficiency is substantiated by certified law school transcripts, and such transcripts indicating all law study completed must be received by the Office of Admissions no later than the final eligibility deadline. (See Addendum)**

Those applicants who will not meet their school's graduation requirements prior to the administration of the examination, but who meet the requirements of Rule VII, Section 2(b) of the *Rules* for eligibility to take the Bar Examination will be considered eligible and **will not** be entitled to a refund of fees due to ineligibility.

WITHDRAWALS/ABSENCES/INELIGIBLES

In order to withdraw from the examination, the Withdrawal Form at the end of these instructions should be used, or a letter may be sent to the Los Angeles Office of Admissions. Withdrawal requests received after the final deadline (see **Addendum**) will not be processed. An applicant who withdraws from the examination or is absent, or is deemed ineligible, is subject to the same filing deadlines as applicants who did not take the previous examination and must file a new application.

Requests for reinstatement of an application will be honored only if accompanied by all appropriate fees including the current late filing fee in effect at the time of reinstatement. No requests for reinstatement will be honored after the final filing deadline for the examination being administered.

WITHDRAWAL REFUND POLICY

1. Withdrawal of applications and requests for refunds postmarked or received within 30 days after the deadline for timely filing, both by those who took the previous examination and those who did not take the previous examination, will be honored with a 60% refund of all fees paid in connection with the subject examination (see **Addendum**).

2. Withdrawal of applications and requests for refunds postmarked or received within 45 days after the deadline for timely filing, by first time applicants, will be honored with a 30% refund of all fees paid in connection with the subject examination (see **Addendum**). This deadline also applies to those applicants who have previously taken an examination but who did not take the most recent examination.

Withdrawal of applications and requests for refunds received within 35 days after the deadline for timely filing by applicants seeking to repeat the examination, having been unsuccessful on the examination last administered preceding the examination into which current admission was sought, will be honored with a 30% refund of all fees paid in connection with subject examination (see **Addendum**).

3. Requests for refunds postmarked or received in excess of 45 days after the deadline for timely filing, by first time applicants and applicants who have previously taken an examination but who did not take the most recent examination, will not be considered.

Requests for refunds filed in excess of 35 days after the deadline for timely filing by applicants seeking to repeat the examination having been unsuccessful on the examination last administered preceding the examination into which current admission was sought, will not be considered.

The transfer of fees from one examination to another is prohibited.

Refunds requested due to hospitalization, death or call to active duty in the armed forces of the United States will be considered in accordance with the Committee's refund of fees policy. A copy of the policy, and refund request forms are available through the Admissions/Bar Exam pages of the State Bar's Web Site at www.calbar.ca.gov or upon request.

CHANGE OF ADDRESS

Please notify the Office of Admissions **in writing** of any address change on or before **the date specified in the Addendum**. Any address change received after that date cannot be processed in time for the change to appear on the admittance card.

CHANGE - WRITING/TYPING

All requests to change from writing to typing the examination must be in writing, must be received on or before **the date specified in the Addendum** and must be accompanied by the applicable non refundable fee.

THE USE OF LAPTOP COMPUTERS

Applicants wishing to use a laptop computer must select a laptop computer test center and pay the additional non-refundable fee. This includes applicants with disabilities who elect to use a computer. Applicants must furnish their own laptop computers. Applicants preliminarily assigned to a laptop computer test center must be certified no later than **the deadline to be announced**. Applicants may begin registering with ExamSoft following receipt of notice of

preliminary assignment to a laptop test center. Final assignment to a laptop test center will be done on a first-certified, first-final assignment basis.

To use a personal laptop computer during administration of the examination, applicants must be willing to do the following:

- Bring a laptop personal computer that has ExamSoft's SofTest software pre-installed and that has been registered by a deadline to be announced. The software will be available for downloading from a designated web site in advance of the examination;
- Have an IBM compatible laptop computer with the following minimum specifications: a Pentium 200 Mhz CPU or faster, 30 megabytes of free hard disk space, 24 megabytes of Ram, a Windows 95, 98, ME, 2000, NT or XP Operating System, and Internet Explorer 5.0 or higher;
- Have had experience working with the computer and the software prior to administration of the examination;
- Be willing to begin and/or continue with the examination by writing in the event there is a malfunction with the computer, software, disks or other technical difficulties; and,
- Be willing to sign a waiver at the test center during the first morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software, writing the examination if the software or computer is not working, and that the Committee assumes no liability in the event there is a malfunction of the software or equipment, etc.

If the correct software has not been pre-installed and applicants have not been certified with SofTest by the established deadlines, they will not be allowed to use their computers and they will be required to take the examination at an alternate test center.

Upon conclusion of each session of the examination, applicants' answers will be printed using printers provided by the State Bar's Office of Admissions. Applicants will be allowed to use the entire timed portion of the examination for writing their examination answers. Applicants will not be allowed to review their printed examination answers following conclusion of each session, and only unsuccessful applicants will be allowed to view their answers after results have been released.

USE OF TYPEWRITERS AND WORD PROCESSORS

Applicants who wish to type the examination must select a typing test center and pay the additional non-refundable fee. In addition to standard typewriters, certain word processing typewriters and word processors also may be used. Applicants must furnish their own typewriters or word processors. Please refer to the **Addendum** and special bulletin regarding the use of typewriters and word processors during the California Bar Examination.

CRUCIAL INFORMATION FOR USE OF TYPEWRITERS, WORD PROCESSORS AND LAPTOP COMPUTERS

Applicants who wish to use electric typewriters, word processors or laptop computers will be permitted to do so with the understanding that **the Committee does not assume responsibility for any power failure or for machine malfunction. Applicants using electric typewriters, word processors or laptop computers must be prepared to continue the examination by writing in the event of any power failure, whether the failure is widespread or limited.** Applicants using word processors should save their work product frequently. If the power fails during an examination session, it may not be restored during that session, and if an applicant loses power to his/her typewriter, word processor or laptop computer, the applicant must finish the examination session by writing and must not create a disturbance by attempting to either persuade the proctors to have repairs made or to make his/her own repairs.

The Committee does not accept any responsibility for the loss or damage of personal property, including typewriters, word processors or laptop computers.

TESTING ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

Applicants with disabilities are encouraged to make arrangements for testing accommodations well in advance of an examination and should file a petition no later than at the time an application to take an examination is filed. Initial processing of an petition generally takes a minimum of 30 days and processing of petitions requiring review by outside consultants retained by the Committee or those requiring applicants to submit additional documentation may take longer. In order to ensure that processing is completed timely and that applicants are able to avail themselves of all administrative remedies, early filing is strongly encouraged.

Testing accommodations are available to individuals with mental or physical disabilities as defined under Rule XVII of the *Rules*. Depending on the nature of the disability, accommodations may include assistants (i.e. readers, helpers, etc.), wheelchair access, permission to dictate, customized timing, separate testing room, customized examination materials (i.e. braille, large print, etc.), and permission to bring and use specific items or medical aids. The applicant and his/her physician/specialist should request what they think is necessary to allow the applicant to compete on an equal basis with all other applicants and provide adequate rationale to support their request.

The following documentation on the Committee's forms is required to process a request:

Form A: Petition stating specific arrangements requested;

Form B, C, D, and/or E: Medical certification/doctor's statement or appropriate specialist's statement;

Form F: Law school statement explaining any accommodations provided to the applicant during law school; and, if applicable,

Form G: Other jurisdiction statement explaining any accommodations provided to the applicant during that jurisdiction's bar examination.

The Committee's policies, procedures and forms to file a petition for testing accommodations are available through the Admissions/Bar Exam pages of the State Bar's Web Site at www.calbar.ca.gov or upon request.

Applicants with permanent disabilities who have previously been granted testing accommodations and who wish to request the exact same accommodations should select a testing accommodations test center (those with a code number starting with an "S").

Petitions without the required documentation will not be considered complete until all necessary documentation is received, which must be no later than the final filing deadline. Subsequent requests for testing accommodations and new petitions for testing accommodations received after the final filing deadline will not be processed for the February 2004 administration of the California Bar Examination.

ALL first-time petitions, requests for expanded accommodations and petitions filed by applicants with temporary disabilities must be filed separately from the application for the examination and must be on the Committee's forms. See Addendum for deadlines. DEADLINES WILL NOT BE EXTENDED. Petitions should be sent to the San Francisco Office of Admissions. Applicants with disabilities requesting to use a typewriter or computer must pay the applicable fee. If, however, an applicant's disability directly relates to use of such equipment, a request for a refund of the fee paid may be filed with the Testing Accommodation department in San Francisco.

The request for a refund must be accompanied by the appropriate documentation.

PICTURE ID REQUIRED

During the first day of the administration of the examination,

applicants will be asked to show a photograph ID card (Driver's License, California Identification Card, Passport or photograph employment badge) for the purpose of verification of identity. **Applicants must carry this photograph identification card at all times during the examination. Applicants who fail to provide such identification prior to the close of the second day of the administration of the examination will not be allowed to continue the examination.**

ADMITTANCE CARDS

Admittance cards are mailed to eligible applicants beginning four to six weeks prior to the administration of the examination. Any applicant not receiving an admittance card **two weeks prior to the examination** and who has not otherwise been notified of being ineligible, must contact the Office of Admissions to secure a duplicate card.

EXAMINATION ATTENDANCE POLICY

If you do not attend a required, scheduled examination session, you will not be permitted to attend any remaining examination session(s). For instance, if you are an applicant taking the General Bar Examination and you do not attend the Tuesday morning session, you will not be allowed to take any other remaining sessions on Tuesday afternoon, Wednesday or Thursday. Those taking the Attorneys' Examination are excused from the Wednesday session and so would be allowed back into the examination test center on Thursday morning if they were present for both sessions on Tuesday.

INFORMATION REGARDING GRADING

All examinations answers submitted will be graded. This includes the answers of applicants who may get ill during the examination and do not complete the examination in its entirety.

A phased grading procedure is used to grade the examination. To pass the examination in the first phase of grading an applicant must have a total scaled score (after one reading) of at least 1466 out of 2000 possible points. Those with total scaled scores after one reading below 1390 fail the examination. If the applicant's total scaled score is at least 1390 but less than 1466 after one reading, that applicant's examination is read a second time by a different set of readers. If the applicant's averaged total scaled score after two readings is 1440 or higher, that applicant passes the examination. If the averaged grade is less than 1412, that applicant fails the examination. If after two readings the averaged total rounded scaled score is at least 1412 but less than 1440, or if the applicant received a single read score of more than 1440 but less than 1466, that applicant's examination is automatically sent to reappraisal where a member of the Board of Reappraisers determines whether the examination as a whole merits a pass.

The Committee utilizes a grading procedure designed to assure that the difficulty of passing the examination remains unchanged from examination to examination. The statistical technique, called scaling, converts scores on the written section to the same scale of measurement as the MBE. Since the MBE is an "equated" examination (whose scores are adjusted to control examination to examination variations in test difficulty), converting the written section to the MBE

scale results in an overall examination which remains at a constant difficulty level, regardless of the differences in the degree of difficulty of the questions from examination to examination and differences in the leniency of the grading from one examination to the next. The examination has two parts: the MBE, which accounts for 35 percent of the total possible score, and the written section, which accounts for 65 percent. Scaling assures that the two sections of the examination carry the relative weights assigned to them.

California adjusted MBE scores are reported on a scale ranging from 0 to 2000 points. On the written section of the examination, applicants are graded initially on a basis of 1000 possible points: 100 points for each of the six essay questions and 200 points for each of the two performance tests. The scores obtained on the written section of the examination are then translated to the 2000-point MBE scale. An applicant's total score is the equated MBE score (on the 2000-point scale) multiplied by .35 plus the converted score on the written section multiplied by .65.

Attorney applicants who take the Attorneys' Examination also have their scores on the written section placed on the same scale of measurement as general applicants, but as they are exempt from the MBE, their pass/ fail status is based solely on the written section.

BAR EXAMINATION STUDY AIDS

Materials that might be of assistance to applicants in determining what the Committee desires in an answer to a bar examination question are available in the form of Essay Questions and Selected Answer booklets, Performance Tests and Selected Answer booklets and Multistate Bar Examination Question booklets. See **Addendum** for additional information regarding current booklets available and costs.

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION

In addition to passing the California Bar Examination, applicants for admission to practice law in California must take and pass the Multistate Professional Responsibility Examination (Rule VIII of the *Rules*). The required minimum score on the Multistate Professional Responsibility Examination in California is an unrounded, scaled score of 79.00. **A separate application must be filed for that examination. This application may be obtained from the National Conference of Bar Examiners or from California law schools.** All questions concerning the administration and/or grading of this examination should be directed to the offices of the National Conference. An applicant must have registered with the Committee as a law student or attorney prior to having the score transferred to ensure that the score is appropriately recorded.

It is necessary for an applicant to request that the National Conference of Bar Examiners report his/her score to California. **Simply being a California applicant or resident will not cause this to occur. To ensure the accurate reporting of scores, an applicant's California registration number is required on the score report form.** For applications and other information, applicants should contact:

NATIONAL CONFERENCE OF BAR EXAMINERS
MPRE Application Department

Post Office Box 4001
Iowa City, IA 52243-4001
PHONE: (319) 341-2500
TDD (319) 337-1701 (must call from a TDD)

MORAL CHARACTER DETERMINATION

In addition to passing the required examinations, applicants seeking admission to practice law in California must file an Application for Determination of Moral Character. The application is a separate form and initiates the moral character review process. That application may be filed at any time but applicants should be aware that the review process is very time consuming and will usually take up to 180 days to complete. Applicants are not eligible for admission until a positive moral character determination has been made and all other admission requirements have been met.

An attorney who has been admitted to practice law in any sister state or in any jurisdiction, territory, dependency or possession that the United States now holds or hereafter acquires or who has been admitted to practice in any foreign jurisdiction, but who is not in good standing in any such state, jurisdiction, territory, dependency or possession because of having been suspended or disbarred from practice as a result of a disciplinary proceeding may not file an Application for Determination of Moral Character while so suspended or disbarred.

CHILD SUPPORT STATE LICENSING MATCH SYSTEM

Applicants who have met all other requirements but who have been certified by the State Department of Social Services as being in non-compliance with court ordered child or family support will not be certified to the Supreme Court as qualified to practice law in California unless the appropriate release has been obtained. See Section 8, Rule II of the *Rules*.

TIME LIMITATIONS FOR ELIGIBILITY FOR CERTIFICATION

No applicant shall be eligible for certification to the Supreme Court of California for admission to practice law unless such certification shall have been made and the applicant shall have taken the attorney's oath of office within five years after the last day of the California Bar Examination at which the applicant was successful, unless for good cause in a particular case the Committee extends such time limitation.

ADDRESS CHANGE AND RELEASE OF RESULTS

Applicants should notify the Office of Admissions in writing of any address changes following the filing of the application. Results from the examination will be mailed to the address of record as of the first day of the month of the scheduled date of release. Address changes received after that date will not be processed for purposes associated with the mailing of results.

Results from the February administration of the examination are scheduled for mailing in late May. Beginning at 6:00 p.m. on the date the results are mailed, results will be available to applicants through the Internet. Applicants will be able to access the State Bar's Home Page, enter their registration and application numbers to find whether their names appear on the pass list. Application numbers are assigned following receipt of completed application forms and communicated to applicants on the admittance tickets

for the examination. The tickets should be retained by the applicants after the examination is administered to enable easy access to those numbers at the time results are released. The State Bar's Home Page address is <http://www.calbar.ca.gov>.

If admittance tickets are lost, requests for application numbers for the purpose of accessing the pass list through the State Bar's Home Page must be in writing and the numbers will not be released over the telephone.

RULES REGULATING ADMISSION TO PRACTICE LAW IN CALIFORNIA

The Application to Take the California Bar Examination will be processed in accordance with the *Rules*. The current *Rules* are available through the Admissions/Bar Exam pages of the State Bar's Web Site at www.calbar.ca.gov.

SCOPE OF THE CALIFORNIA GENERAL BAR EXAMINATION AND ATTORNEYS' EXAMINATION

The examinations are structured so that applicants may be required to answer questions involving issues from all of the subjects listed below.

1. Civil Procedure
2. Community Property
3. Constitutional Law
4. Contracts
5. Corporations
6. Criminal Law and Procedure
7. Evidence
8. Professional Responsibility
9. Real Property
10. Remedies
11. Torts
12. Trusts
13. Wills and Succession

Instructions Regarding Professional Responsibility

Performance tests and/or essay questions may test knowledge of the California Rules of Professional Conduct, relevant sections of the California Business and Professions Code, and leading federal and state case law on the subject in addition to the ABA Model Rules of Professional Conduct and ABA Model Code of Professional Responsibility. Professional responsibility issues may be included in conjunction with any subject tested on the examination.

The Multistate Professional Responsibility Examination is a separate requirement for admission to practice law in California.

Instructions Regarding Wills and Succession

Applicants are expected to be familiar with the following

provisions of the California Probate Code and understand California law in the specific areas noted:

Division 2. General Provisions

Part 1. Effect of Death of Married Person on Community and Quasi-Community Property, Sections 100-103

Part 3. Contractual Arrangements Relating to Rights at Death, Sections 140-147, 150

Part 5. Simultaneous Death, Sections 220, 222-224

Part 6. Distribution Among Heirs or Beneficiaries, Section 240

Chapter 2. Omitted Spouses, Sections 21610-21612
Chapter 3. Omitted Children, Sections 21620-21623

Uniform Commercial Code

The following provisions of the Uniform Commercial Code should be used where pertinent in answering the essay questions:

- a. All of Article 1;
- b. All of Article 2;
- c. Those provisions of Article 9 concerning Fixtures

Division 6. Wills and Intestate Succession

Part 1. Wills

Chapter 1. General Provisions, Sections 6100, 6101, 6104, 6105

Chapter 2. Execution of Wills, Sections 6110-6113

Chapter 3. Revocation and Revival, Sections 6120, 6121, 6123

Part 2. Intestate Succession, Sections 6400-6402

Part 3. Family Protection

Former Chapter 5. Spouse and Child Omitted from Will, Former Sections 6560-6562, 6570-6573 [for decedents dying prior to January 1, 1998]

Division 11. Construction of Wills, Trusts and Other Instruments

Part 1. Rules of Interpretation of Instruments, Sections 21105, 21109, 21110, 21137

Part 6. Family Protection: Omitted Spouses and Children [for decedents dying on or after January 1, 1998]

FURTHER COMMUNICATION

The Committee requests that inquiries be submitted in writing to the appropriate address listed below. This will enable the staff to review the applicant's file prior to responding and provide for precise rather than generalized responses. If an inquiry relates to a genuine emergency and requires immediate attention, the telephone numbers listed are provided for assistance in such circumstances.

Office of Admissions
The State Bar of California
1149 S. Hill Street
Los Angeles, CA 90015-2299

-or-

Office of Admissions
The State Bar of California
180 Howard Street
San Francisco, CA 94105-1639

	<u>Los Angeles</u>	<u>San Francisco</u>
Recorded General Information/ Moral Character Application Requests	(213) 765-1550	(415) 538-2300
Forms/Study Aids Requests	(213) 765-1520	(415) 538-2303
Law Student/Attorney Registration	(213) 765-1500	(415) 538-2303
Petitions	(213) 765-1500	(415) 538-2303
Testing Accommodations		(415) 538-2185
Other Information	(213) 765-1500	(415) 538-2303
TDD Numbers	(213) 765-1566	(415) 538-2231

The State Bar's Office of Admissions is open for the transaction of business between the hours of 8:45 a.m. and 5 p.m., Monday through Friday, holidays excepted. Cash, cashier's checks, travelers checks, money orders and personal checks will be accepted between 8:45 a.m. and 4:30 p.m. From 4:30 p.m. to 5 p.m., only personal checks will be accepted.

Information concerning the State Bar of California, the admissions process and applying online is available through the Admissions/Bar Exam pages of the State Bar's Web Site at www.calbar.ca.gov.

IMPORTANT

Before mailing your application, please check the following:

- ☐ Is the **correct** fee included?
- ☐ Are three test center names and codes correctly indicated on your application?
- ☐ Is each question answered fully and completely?
- ☐ Is the application signed?

Any necessary attachments should be stapled to the front cover of the application.

WITHDRAWAL FORM

Please complete this form if you wish to withdraw from the California Bar Examination.

Note: Stopping payment on a check, dishonoring a check or disputing a credit card charge does not constitute withdrawing from an examination. Applicants who do so will be required to return the fees and pay any additional fees required with a money order or cashier's check prior to being allowed to take any future examination.

Social Security Number

--	--	--	--	--	--	--	--	--

Date of Birth

--	--

Month

--	--

Day

--	--

Year

APPLICANT'S FULL NAME

[illegible]

Last Name

[illegible]

First Name

Middle Name

MAILING ADDRESS

It is the applicant's responsibility to inform the Committee in writing of any address changes. All correspondence will be mailed to the current mailing address.

Check here if this is an address change ☐

[illegible]

Number/Street and Apartment Number

[illegible][illegible]

Address Continued

[illegible]

City or Non USA City and Country

--	--

State

--	--	--	--	--

Zip Code (U.S.)

I _____ hereby withdraw from the _____ California Bar Examination.
Month Year

I understand that there is no provision for the transfer of fees from one examination to another and that the only refund I will be entitled to, if any, is that which is specified in the Instruction for Application to Take the California Bar Examination. I further understand that if I decide to reinstate my application, the reinstatement request must be received by the Office of Admissions no later than the final filing deadline, and, that I will be subject to any late filing fee applicable at that time. I further understand that if I decide to apply to a future examination, I will subject to the same filing deadlines as first-time applicants.

Signature _____ Telephone _____ Date _____

TEST CENTER CHANGE FORM

Name

Registration No.

Address

City, State, Zip Code

Test center changes will only be considered upon petition showing good cause. Requests must be received in the Los Angeles Office of Admissions by the deadline for test center changes. All requests to change from writing to typing must be accompanied by a non-refundable fee, as specified in the addendum, and payable to The State Bar of California.

Request to change to a laptop computer test center will not be accepted passed the deadline for certification of laptop computers as specified in the addendum.

Please indicate below your current and desired test center.

NAME		CODE
FROM		
TO		

Signature _____

Telephone _____

Date _____

OFFICE USE ONLY

TEST CENTER CHANGE

Date Received: _____

Recommendations: _____

Grant ☐ Deny ☐

From: _____ To: _____

Signature of Approval:

THE COMMITTEE OF BAR EXAMINERS / OFFICE OF ADMISSIONS
THE STATE BAR OF CALIFORNIA

**ADDENDUM TO INSTRUCTIONS FOR APPLICATION
TO TAKE THE FEBRUARY 2004 CALIFORNIA BAR EXAMINATION**

The "Instructions for Application to Take the California Bar Examination" (Instructions) is a separate document, and must be read by applicants completing an application to take the California Bar Examination. Please note that space is limited at most test centers and seating at your "first choice" test center is not guaranteed. Applicants must list three choices on the application form.

DATE: Tuesday, Wednesday and Thursday, February 24, 25, and 26, 2004
TIME: Morning and Afternoon on Tuesday, Wednesday, Thursday.

TEST CENTERS: Only those applicants with permanent disabilities who have previously been granted testing accommodations and who wish to request the exact same accommodations should select a testing accommodations test center (those with a code number starting with an "S"). Selection of a testing accommodations test center initiates the request for testing accommodations for this administration of the examination and does not guarantee assignment to that test center. All other applicants with disabilities should select from the non-testing accommodations test centers listed below. If after filing the application form, applicants are granted accommodations, in most cases, they will be assigned to a testing accommodations test center in the general area of their first choice.

LOS ANGELES AREA ELIGIBILITY OPEN

Long Beach Convention Center 300 East Ocean Blvd. Long Beach	Code <u>W104</u> (Writers)
The Pasadena Center (Exhibition Hall) 300 East Green Street Pasadena	Code <u>L102</u> (Laptop Computers)
The Pasadena Center 300 East Green Street Pasadena	Code <u>T102</u> (Typists)
California Mart Penthouse Pavilion 110 E. Ninth Street Los Angeles	Code <u>S103</u> (Testing Accommodations -Writers)
California Mart Penthouse Pavilion 110 E. Ninth Street Los Angeles	Code <u>S104</u> (Testing Accommodations Typists/ Laptop Computers/ Dictate)

SAN DIEGO ELIGIBILITY - Restricted to San Diego Residents

San Diego Concourse & Performing Arts Center 202 "C" Street, MS 57 San Diego	Code <u>W300</u> (Writers)
San Diego Concourse & Performing Arts Center (Plaza Room) 202 "C" Street, MS 57 San Diego	Code <u>L300</u> (Laptop Computers)
Sheraton Four Points Hotel 8110 Aero Drive San Diego	Code <u>S301</u> (Testing Accommodations - Writers Typists/Laptop Computers)

SAN FRANCISCO BAY AREA ELIGIBILITY OPEN

Oakland Convention Center	Code <u>W600</u> (Writers)
---------------------------	----------------------------

1001 Broadway, Oakland

Oakland Convention Center
1001 Broadway, Oakland

Code L600 (Laptop Computers)

Oakland Marriott City Center Hotel
Calvin Simmons Room
1001 Broadway, Oakland

Code T610 (Typists)

Crowne Plaza Hotel
1177 Airport Blvd.
Burlingame

Code S623
(Testing Accommodations - Writers
Typists/Laptop Computers)

SACRAMENTO ELIGIBILITY OPEN

California Expo Center
1600 Exposition Blvd.
Sacramento

Code W700 (Writers)

California Expo Center
1600 Exposition Blvd.
Sacramento

Code L700 (Laptop Computers)

Sacramento Hilton Inn
2200 Harvard Street
Sacramento

Code S706
(Testing Accommodations - Writers
Typists/Laptop Computers)

FEES:

All Applicants Must Pay the Required Fees

1. California Bar Examination Fee
General Applicants \$446.00
Attorney Applicants \$648.00
2. Typing Fee (Applicable only if typing the examination) \$70.00
Laptop Computer Fee (Applicable only if using laptop computer) \$100.00
Late Typing / Laptop Computer Fee (Request to type/laptop computer after submitting application) \$15.00

Payment coupons must be detached from the application form and completed. Please fill in your name, social security number, amount paid, and indicate application type.

Checks should be made payable to The State Bar of California.

TIMELY FILING DEADLINE: November 3, 2003

To avoid payment of a late filing fee, an application must be received in the State Bar's Office of Admissions or postmarked on or before November 3, 2003. The Office of Admissions is not responsible for lost, misdirected, or postage-due mail. Checks or money orders must have a current date. Post-dated checks will not be accepted. If a post-dated check is received, the application will be returned and if the application is then properly submitted, any late filing fee in effect at that time will be charged.

LATE FILING INFORMATION

In addition to the application fee, all applications filed between the dates listed below must be accompanied by a late filing fee:

DATES

**LATE FILING
FEES**

FROM:	November 4, 2003 - November 26, 2003	\$ 50.00
	November 27, 2003 - January 15, 2004	\$250.00

To be accepted, an application and fees must be received by the Office of Admissions or postmarked on or before **January 15, 2004. Applications postmarked after January 15, 2004 will not be accepted.**

RETURNED CHECKS

A charge of \$20.00 will be assessed when checks are not negotiated and are subsequently returned. **Any late filing fee in effect at the time the check is covered will also be required. Returned checks must be covered with a cashier's check or money order. Applications will be considered abandoned if full payment has not been received by the final eligibility deadline and no fees will be refunded.**

COMPLETION OF APPLICATION

Before filing the application, please check to see that all questions have been answered, the application is signed and the correct fee is included. Any application not meeting these requirements is considered incomplete and will not be considered filed until it is brought to a complete status. **If an application is considered incomplete, a completion fee of \$20.00 will be required, in addition to any late fees applicable at the time the application is brought to a complete and filed status. Applications that are not brought to a complete and filed status within 60 days of receipt, or the final eligibility deadline, February 10, 2004, will be abandoned. No refund of fees will be paid in the event an application is abandoned.**

Each applicant should retain a copy of his/her complete application for reference in the event that another application must be filed in the future.

PROOF OF ADMISSION (First-time Attorney Applicants)

For the purpose of determining an attorney applicant's eligibility to take either the General Bar Examination or Attorneys' Examination, proof of admission (a current Certificate of Good Standing) from the highest court of each jurisdiction to which the applicant has been admitted must be received on or before **February 10, 2004**. Otherwise the application will be considered abandoned and **no refund of fees will be paid in the event an application is abandoned.**

PROOF OF LAW STUDY (First-time Applicants for the General Bar Examination)

Applicants' law schools will be requested to complete Legal Education Certification forms or to submit a certified transcript prior to the examination as proof that the applicant has fulfilled all of the legal education requirements in the *Rules Regulating Admission to Practice Law in California*. If such certification/transcript is not received by **February 2, 2004**, a notification will be sent to the applicant. A law school certification/transcript must be received no later than the final eligibility deadline, February 10, 2004. Documentation received after the deadline will not be processed. If the law school certification/transcript is not received by the final eligibility deadline, **the application will be abandoned. No refund of fees will be paid in the event an application is abandoned** in accordance with the Committee of Bar Examiners' policy.

INELIGIBLE APPLICANTS

Ineligible applicants are entitled to a 60% refund of fees if transcripts proving ineligibility are received in the Office of Admissions no later than the final eligibility deadline, **February 10, 2004**.

WITHDRAWAL DEADLINES

Requests to withdraw from the February 2004 California Bar Examination must be postmarked on or before the dates listed below in order to qualify for a refund.

DATE	PERCENTAGE
December 3, 2003 (30 days after timely filing deadline)	60% refund
December 18, 2003 (45 days after timely filing deadline)	30% refund

ATTORNEYS' EXAMINATION

Applicants for the Attorneys' Examination will not be permitted to take the Multistate Bar Examination (MBE). See Instructions for eligibility criteria to take the Attorneys' Examination. Written notification of an attorney's decision to take the General Bar Examination instead of the Attorneys' Examination must be received in the Office of Admissions on or before **January 15, 2004**. It will not be possible to allow a change after that date, and **applicants must pass the examination selected and approved by the Office of Admissions.**

CHANGE OF ADDRESS

Please notify the Office of Admissions **in writing** of any address change on or before **January 15, 2004**. Address changes made after that date most likely will not be reflected on the admittance card.

TEST CENTER CHANGES

Applicants wishing to change the test center to which they have been assigned must complete the test center change form on page 11 of the Instructions or submit a written request and such request must be received in the Los Angeles Office of Admissions by **February 2, 2004**.

TYPING THE EXAMINATION

The fee of \$70.00 is required to type the examination. Applicants must furnish their own typewriters and word processors and comply with the requirements specified in the instructions regarding the use of typewriters and word processors. A \$15.00 late filing fee must accompany a request to type received subsequent to the filing of an application. The \$70.00 typing fee and the late filing fee are both non-refundable fees. The last date to file a request to type is **February 2, 2004**.

All requests to change to a typing test center must be in writing, must be received on or before **February 2, 2004**, and must be accompanied by a non-refundable fee of \$85.00.

LAPTOP COMPUTER

Applicants wishing to use a laptop computer must select a laptop computer test center and pay the additional non-refundable \$100.00 fee. Information regarding the minimum requirement for participation are included in the Instructions. Applicants preliminarily assigned to a laptop test center must be certified no later than **February 2, 2004** in order to participate. Final assignment to a laptop test center will be done on a first-certified, first-final assignment basis.

A request to change to a laptop test center subsequent to filing an application must be in writing, must be received on or before **February 2, 2004** and must be accompanied by a non-refundable fee of \$115.00.

TESTING ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

All petitions for testing accommodations **based upon disabilities existing prior to January 15, 2004, must be received by the Committee no later than January 15, 2004, although earlier filing is strongly encouraged.** Petitions may be filed prior to filing an application for the examination; however, the applicant must be registered with the Committee, otherwise the petition will not be processed. Requests for new or expanded accommodations from applicants who received accommodations during previous examinations must also be received no later than January 15, 2004 and must be filed separately, on the Committee's form, from the examination application form.

WITHDRAWALS, ABSENCES & INELIGIBLES

If an applicant withdraws, is absent from, or is ineligible for the February 2004 California Bar Examination and decides to apply to take the July 2004 California Bar Examination, he/she will be subject to the same deadlines as applicants who did not apply for the February 2004 examination. Requests for withdrawal received after February 10, 2004 will not be processed. Timely filing for the July 2004 California Bar Examination is April 1, 2004. Applications will be

available approximately 6 weeks prior to the timely filing deadline through the Admissions portion of the State Bar's website at www.calbar.ca.gov. Applicants may apply online (credit cards only), or download the application forms.

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION

Test dates for the 2004 Multistate Professional Responsibility Examinations are March 13, August 13 and November 12, 2004. There are eight examination sites located throughout California and additional sites in several other states. Examination site choice, filing deadlines and all other matters associated with the administration of this examination are under the jurisdiction of the National Conference of Bar Examiners. For more information, refer to page 6 of the Instructions.

BAR EXAMINATION STUDY AIDS

Forms to order materials that might be of assistance to applicants in determining that which the Committee desires in an answer to a bar examination question are available through the Admissions portion ("Bar Exam") of the State Bar's website located at www.calbar.ca.gov.

Commencing with the July 2001 examination the essay questions, performance tests and selected answers for that and future examinations are available free of charge on the State Bar of California's website at www.calbar.ca.gov. Study aids from the February 2004 examination will be available in June 2004.

An information booklet regarding the MBE can be downloaded from the National Conference of Bar Examiners' website at www.ncbex.org/pub.htm.

The Committee of Bar Examiners
of
The State Bar of California
Office of Admissions



1149 S. HILL ST.
LOS ANGELES 90015-2299

180 HOWARD ST.
SAN FRANCISCO 94105-1639

ADMISSIONS WEB SITE: www.calbar.ca.gov/admissions/

APPLICATION TO TAKE THE FEBRUARY 2004
CALIFORNIA BAR EXAMINATION

* NOTE *

Please carefully read the "Instructions for Application to Take
the California Bar Examination" before completing this application.
All applicants are required to be familiar with and to comply with all such instructions.

CONFIDENTIAL APPLICATION AND QUESTIONNAIRE

APPLICATIONS MUST BE TYPEWRITTEN OR LEGIBLY PRINTED IN INK.

1.1 Examination applying for: February 2004
California Bar Examination

1.2 Registration Number #: _____
(Social Security#)

1.3 I am applying as a (select one):

- ☐ **General Applicant for the General Bar Examination**
(You may not apply as a General Applicant if you have ever been admitted to practice law in any jurisdiction, including foreign jurisdictions.)
- ☐ **Attorney Applicant for the General Bar Examination**
(3 Day Examination)
- ☐ **Attorney Applicant for the Attorneys' Examination**
(2 Day Examination) (Foreign attorneys are not eligible for this examination. Please refer to the application instructions for further information regarding eligibility to take this examination.)

Office Use Only		
EXAM NUMBER		
<div></div>		
Date Filed		
<div></div>		
Mo.	Day	Yr.
Eligibility: _____		
Exam		

1.4 **REGISTRATION:** (A separate form is required.)
Please see Rule V of the *Rules Regulating Admission to Practice Law in California (Rules)*.

You must have filed a registration form with the Committee of Bar Examiners (Committee).

Have you registered with the Committee?

☐ Yes ☐ No

Name under which you registered if different:

☐ Registration submitted now

1.5 **DATE OF BIRTH:** _____
Month Day Year

1.6 **APPLICANT'S NAME:**

Last

First

Middle

1.7 **MAILING ADDRESS:** (It is your responsibility to inform the State Bar's Office of Admissions *in writing* of any address change. All correspondence will be mailed to the mailing address on file.)

Number/Street and Apartment Number

Address Continued

City or Non-USA City or Country

State

Zip (U.S.)

1.8 **TELEPHONE:** (_____) _____ - _____

If address is different from that stated on any application previously submitted to the Committee, please check here: ☐

1.9 **E-MAIL ADDRESS** _____

State/Country

This is a separate examination administered by the National Conference of Bar Examiners. Have you received a passing scale score of 79 or above on the Multistate Professional Responsibility Examination? If YES, please indicate month, year, and state. You must ensure that your score has been appropriately transferred. See application instructions for further details.

If you are awaiting results please indicate the date and state in which the examination was taken: _____

If you have ever been known by any other names, state below and provide the effective dates.

DATES: From _____ To _____

Name and Location of School or Office	Dates Attended		Date of Graduation or Anticipated Month Year	Degree Type		Claiming Credit? (Y/N)
	From	To		JD	LLM	
Law School from which graduating				JD <input type="checkbox"/>	LLM <input type="checkbox"/>	
Other Law Schools attended or other law study completed				JD <input type="checkbox"/>	LLM <input type="checkbox"/>	
				JD <input type="checkbox"/>	LLM <input type="checkbox"/>	

After the application is filed, law school certification forms are sent to each law school you have attended if you have not previously taken an examination. If you have completed all of your legal education in a foreign country and have not been admitted to practice law, you must submit an "Application for Evaluation of Law Study Completed and Contemplated." Contact the State Bar's Office of Admissions for details.

☐ YES ☐ NO 2.5 Have you satisfactorily completed the first-year course in a law school approved by the ABA and/or accredited by the Committee and had you completed at least two years of college work (60 semester or 90 quarter units) in a college or university approved by the Committee prior to commencing the study of law; or have you passed the bar examination in a sister state or a jurisdiction where the common law of England constitutes the basis of jurisprudence?

Date of Examination _____
mo./yr.

MORAL CHARACTER DETERMINATION APPLICATION

☐ YES ☐ NO 3.1 Have you filed an Application for Determination of Moral Character?

a. If yes, when? _____
mo./yr.

b. If no, you are advised that your admission to practice law in California may be delayed pending completion of the processing of the moral character application. See Rules VIII and X of the *Rules* for more information.

3.2. PRIOR ADMISSION TO PRACTICE LAW: (Attorney applicants)

If you have been admitted to practice law in any jurisdiction, you must apply as an attorney applicant. (See instructions)

FIRST ADMISSION			SUBSEQUENT ADMISSIONS				
	State	mo./yr.		State	mo./yr.	State	mo./yr.
				State	mo./yr.	State	mo./yr.

3.3 ATTORNEYS' EXAMINATION QUALIFICATION: (Attorney Applicants)

If you are applying to take the Attorneys' Examination, have you been an active member in good standing of the bar of another state or jurisdiction of the United States for four years immediately preceding the first day of the administration of the examination?

☐ NO (N) ☐ YES (Y) If yes, in which jurisdiction(s)? _____
State State

3.4 Test Center Code

3.5 Location Name

3.6 FEES

(See Instructions)

SEE ENCLOSED ADDENDUM FOR FEE SCHEDULE

1st Choice _____
2nd Choice _____
3rd Choice _____

Application will not be deemed filed unless the proper fee is enclosed.

Application Fee	\$.00
Typing Fee	\$.00
Laptop Computer Fee	\$.00
Late Filing Fee	\$.00
Total Amount	\$.00

3.7 I will (select one):

- ☐ Handwrite
☐ Typewriter / Word Processor
☐ Laptop Computer

3.8 Are you an applicant with a disability who has or intends to petition for testing accommodations?

☐ YES ☐ NO

Have you previously applied for a California Bar Examination, have you been granted testing accommodations for permanent disabilities and are you requesting exactly the same testing accommodations for this examination?

☐ YES ☐ NO

CAUTION: All petitions for testing accommodations must be submitted under separate cover by the deadlines specified in the application instructions.

3.9 Have you previously applied for and/or taken a California Bar Examination? Select one: ☐ YES ☐ NO

If YES, which examination: _____
month/year

3.10 ☐ YES ☐ NO

I authorize the publication by the Committee of Bar Examiners of such of my examination answers as the Committee may select, it being understood that any publication of any of my answers will not be accompanied by any identification of the writer thereof.

☐ YES ☐ NO I further authorize the Committee of Bar Examiners to grant to such persons or entities as the Committee chooses permission to publish such of my examination answers as the Committee selects. I understand I will not be compensated for publication of my answers by either the Committee of Bar Examiners or such persons or entities to whom the Committee grants a license.

DECLARATION

The person named as the applicant in the foregoing application and questionnaire, declares:

I have carefully read the questions in the foregoing questionnaire and have answered them truthfully, fully and completely, without mental reservations of any kind.

I hereby authorize educational or other institutions or agencies to release to the Committee of Bar Examiners (Committee) any information, files, transcripts or records requested by the Committee in connection with the processing of this application.

I further authorize the Committee to release information regarding my application to take the bar examination and my bar examination pass/fail status to the law school to which I have been or will be allocated for purposes of qualifying to take the California Bar Examination.

I hereby certify that I understand that I must comply with all of the requirements of the *Rules Regulating Admission To Practice Law in California* and I agree to the Committee of Bar Examiners' application policies, including the Refund and Fee/Withdrawal policy, instructions for application to take the California Bar Examination and the examination administration instructions and policies.

I declare under penalty of perjury under the laws of the State of California that my answers to the foregoing questionnaire and all statements made by me herein are true and correct.

I fully understand that the Committee is the sole judge of the validity of the examination and at its discretion, may determine that the result of any test or any part of any test or any individual's score is not valid. Should the Committee invalidate any part of the test, or if any individual's test is declared invalid or cannot be graded, the Committee may, at its discretion, decide to make a pass/fail decision on the basis of the valid portion of the applicant's test product available to the Committee. Should the Committee at any time determine that an insufficient test product is available upon which to base a valid pass/fail decision, the Committee may require the applicant to present himself/herself for re-testing at a place and time designated by the Committee.

NOTE: This application is an application for taking the bar examination and not an application for moral character determination.

Executed on _____ At _____
(Date) (Street and Number)

(City, State, Zip)

SIGN HERE: _____
(Signature of Declarant)

Before mailing your application, please check the following:

- ☐ Is the correct fee included?
- ☐ Are three test center names and codes correctly indicated on your application?
- ☐ Is each question answered fully and completely?
- ☐ Is the application signed?

Any necessary attachments should be stapled to the front cover of the application.

An application that is not brought to a complete and filed status by the final eligibility deadline will be abandoned. No refund of fees will be paid in the event an application is abandoned. (see Addendum).

OFFICE USE ONLY	
<input type="checkbox"/> Fee	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<input type="checkbox"/> Declaration	Checked (Init. & Date)
<input type="checkbox"/> Signature	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<input type="checkbox"/> Other _____	Data Entered (Init. & Date)

ETHNIC SURVEY

The following information is to be furnished by each applicant as part of the application process. The Committee of Bar Examiners is gathering this data to assist in the continuing evaluation of the examination. This information will be treated in a confidential manner and will be used only for research purposes. It will not be retained by the Committee as part of your application.

- | | |
|---|---|
| <p>1. What is your sex? <input type="checkbox"/> Male (1) <input type="checkbox"/> Female (2)</p> <p>2. Which one of the following racial or ethnic groups best describes you?
Mark only one.</p> <p>(1) <input type="checkbox"/> American Indian or Alaskan Native
(Descended from any of the original peoples of North America.)</p> <p>(2) <input type="checkbox"/> Filipino</p> <p>(3) <input type="checkbox"/> Pacific Islander
(Melanesian, Micronesian, Polynesian)</p> <p>(4) <input type="checkbox"/> Origins in Indian sub-continent
(Pakistan, Indian, Bengal, etc.)</p> | <p>(5) <input type="checkbox"/> Asian
(Includes Chinese, Japanese, Korean and the peoples of Malaysia and Southeast Asia)</p> <p>(6) <input type="checkbox"/> Hispanic
(Mexican, Puerto Rican, Cuban, Central or South American & Spanish -- but not Portuguese)</p> <p>(7) <input type="checkbox"/> Black
(Excludes persons of Hispanic origin)</p> <p>(8) <input type="checkbox"/> White
(Includes persons having origins in any of the original peoples of Europe, Russia, North Africa and the Middle East -- and generally corresponds to those persons not classified into one of the 7 specific minority categories)</p> |
|---|---|

Make check payable to the State Bar of California

SEND COMPLETED APPLICATION, PAYMENT COUPON BELOW AND FEES TO:

The State Bar of California
Department 7143
Los Angeles, CA 90088-7143

If sending application CERTIFIED MAIL return receipt send to:

Office of Admissions
The State Bar of California
1149 South Hill Street
Los Angeles, CA 90015-2299

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FEBRUARY 2004 CALIFORNIA BAR EXAMINATION

COUPON 2

PLEASE DETACH PAYMENT COUPON, COMPLETE AND ATTACH IT TO THE FRONT OF THE APPLICATION WITH THE APPROPRIATE FEES

Payment Coupon - California Bar Examination
Office of Admissions/The State Bar of California

_____	Application Fees:	
Last Name	General Applicant	\$446.00 (A) _____
	Attorney Applicant	\$648.00 (B) _____
_____	Late Application Fee (Refer to Addendum):	\$ 50.00 (C) _____
First Name and Initial		\$250.00 (D) _____
- -	Typing Fee	\$ 70.00 (E) _____
_____	Laptop Computer Fee	\$100.00 (F) _____
Social Security Number	TOTAL PAID	_____

THE COMMITTEE OF BAR EXAMINERS / OFFICE OF ADMISSIONS
THE STATE BAR OF CALIFORNIA

**INSTRUCTIONS REGARDING USE OF TYPEWRITERS AND
WORD PROCESSORS DURING THE CALIFORNIA BAR EXAMINATION**

Manual typewriters, standard electronic typewriters, word processing typewriters, **portable** personal word processors, and desktop publishers may be used to take the bar examination. All machines must have the capability to print examination answers. Answers on disks **will not be** accepted for grading.

Word processing typewriters, portable personal word processors and desktop publishers (collectively referred to as word processing machines) are typewriter-type machines that are dedicated to the function of word processing. They may contain features such as spell checkers, thesaurus, or spreadsheet templates. They are not (for purposes of this document) software programs for use on a general purpose computer.

Acceptable machines can display multiple lines or most of a page on a screen prior to printing. In addition to internal working memory, word processors often provide for external memory in the form of disks. In most cases, the internal memory is erased when the power cord is disconnected. While some of the earlier models have the display built in, newer models are offering separate monitors—but still are called "portable."

All models of manual and standard electric typewriters may be used to take the bar exam. In addition, the following models of word processing typewriters, word processors and desktop publishers may be used if they are found to be unaltered, and without memorized files other than standard word processing software. (Note: Underlined models have been recently discontinued, but may still be available for purchase at some stores: **Brother** (WP series, DP series, and PDP series), **Canon** (Starwriter series), **IBM LEXMARK** (Wheelwriter series), **SMC or Smith Corona** (SD series, WP series, PWP series), **Sharp** (PA series). Additionally, the Brother series of *Personal Electronic Notebooks* (the PN series) is acceptable provided no files are stored in the internal memory.

Machines from other manufacturers, as well as newer models of the machines from the manufacturers listed above, may be allowed if they are found to have no more capability than found in the models listed and discussed in the general descriptions above. In general, this means the machines **must be dedicated word processors** and **not** general purpose computers with word processing software. If a machine other than those listed above is brought to the test center, it is imperative that the applicant also bring the instruction manual in the event the inspectors are not familiar with that machine.

Due to limited space, only those machines generally considered as portable will be permitted. One piece units are preferred. Machines with separate units will be accepted provided that the monitor can be positioned on top of, or directly behind the keyboard unit. This means that a monitor should be no larger than 14".

All typewriters, word processing typewriters, word processors, desktop publishers, disks and printers brought to the examination are subject to inspection prior to the beginning of the examination. Applicants must be familiar with the operation of their machines in advance of the examination, including but not limited to setting margins and printing of text.

Inspection is for the purpose of determining whether the typewriter, word processing typewriter, word processor or desktop publisher is acceptable for use during the examination. In every instance where a machine is found to be unacceptable, the owner will be required to provide an alternate machine that passes inspection or complete the examination in writing.

-Inspection of manual, standard electronic typewriters and word processing machines will be conducted from 2:00 to 4:00 p.m. on Monday, February 23, 2004.

-Inspection of manual and standard electronic typewriters will also be conducted:

- a. from 7:30 a.m. to 8:45 a.m. on Tuesday, February 24, 2004; and,
- b. from 7:30 a.m. to 8:45 a.m. on Thursday, February 26, 2004.

Applicants planning to use word processing typewriters, word processors or desktop publishers **must** have their machines and all disks (4-5 separate disks that have been previously formatted) inspected on Monday as it takes some time to conduct the inspection. If an applicant brings such a machine on Tuesday or Thursday morning, he or she must be prepared to use an alternate typewriter that is eligible for inspection and is approved or write the examination.

Applicants who fail to have their typewriters or word processors inspected prior to the commencement of the examination will not be granted additional time to

continue the typing of answers past the normal examination session termination time.

Following approval of a typewriter or word processing machine, a label will be affixed to the machine by staff. The label must be left on the machine for the duration of the examination and only machines with the approved label will be allowed into the examination test center.

If a word processing machine with internal memory is brought to the examination, it is critical that all files be erased from the internal memory prior to checking in at the examination test center. The directory will be checked for memorized files, and any machine having such files will be rejected. If the word processor you bring to the examination has a internal address book, calendar or similar features, it is imperative that all entries be erased prior to inspection.

If a word processing machine is brought to the examination and it is the applicant's intention to use the external disk function, **a minimum of four (4) and not more than five (5) floppy disks must be brought to the examination test center on the day of inspection.** The disks must be new (previously unused) and must be formatted (initialized) in advance. It is not sufficient to erase all files from a previously used disk since some word processors retain these files in case of accidental deletion. If for some reason a disk is not formatted at the time of inspection, the applicant will be required to format the disk without assistance from staff.

The disk directories will be checked, and if any pre-programmed files are found, the disks will **not** be permitted into the examination test center, even if they contain only additional features such as a thesaurus. Approved disks will be labeled and sealed in envelopes provided by staff. One disk will be used for each session of the examination. The additional disk is to be used as a back-up in the unlikely event that one of the disks fails to operate properly. At the end of each session, the applicants using disks will be required to hand in the used disks to the proctors. The disks will be retained by the Committee of Bar Examiners and destroyed after the final day of the examination. The disks will not be returned to the applicant. Disks not used and that remain in the sealed envelopes will be returned to the applicants upon conclusion of the examination.

All answers must be printed on the paper provided. Typing of answers must be completed when time is called. If an applicant continues to type after time has been called, the applicant will be cited and may be referred to the Committee under procedures established by Rule XII, of the *Rules*. **The policy regarding the printing of examination answers has recently been revised. Printing of examination answers using approved word processors may be completed after time is called under the procedures announced before each session of the written portion of the examination.**

Each applicant will be allowed to use up to two outlets for the purpose of plugging in their machine. The extra outlet, if not

needed to make the machine operable, may **not** be used for any other purpose, such as plugging in a lamp, clock or extra power supply. Applicants using machines requiring batteries, must bring a sufficient supply of charged batteries as the electrical outlets at the test centers will not be available for the purpose of charging or recharging batteries.

Applicants using word processing machines who saved their answers using the internal memory will be required to remain or return at the conclusion of the examination session for the purpose of erasing their answers from that session of the examination.

Applicants using word processing machines must leave their machines at the test center after inspection on Monday if they plan on using the machine during the Tuesday and Thursday sessions.

To avoid reinspection, applicants using typewriters and word processing machines that were inspected and approved on Monday are encouraged to leave them at the test center Monday night through the duration of the examination. Security personnel is provided at each examination test center during the nights of Monday, Tuesday, and Wednesday; **however, the Committee of Bar Examiners cannot and will not accept responsibility for guaranteeing the safekeeping of typewriters and word processors.**

If an applicant's typewriter or word processing machine fails to operate properly for any reason, the applicant must be prepared to continue the examination using an alternate typewriter that has been inspected and approved or write the examination. The Committee does not assume responsibility for any power failure or failure of a typewriter, word processor or disk to operate properly.

In the event of a loss of power, applicants must be prepared to continue the examination by writing or using a typewriter with a battery back-up.

Approval of a specific typewriter or word processor for one examination does not constitute approval of the same machine for future examinations.